



Permit Guide for Manufactured/Mobile Homes

Department of Growth Management

February 2012

Manufactured/Mobile homes are not subject to construction regulations specified in the Florida Building Code as are site-built homes. Since these homes are “pre-built” at an assembly plant and then transported from state to state, they are subject to federal construction regulations found in the Federal Mobile Home Construction and Safety Standards (46 USC et. seq.). The installation of manufactured/mobile homes is regulated by the Florida Division of Motor Vehicles under Chapter 15C-1, Florida Administrative Code. These regulations govern such items as site preparation, foundations, anchors, tie-downs, etc. The installation of a manufactured/mobile home on a lot or site requires a building permit. Building permits can be purchased by licensed mobile home installers or the owner of the mobile home. If a homeowner wishes to obtain the permit, they must hire a licensed mobile home installer to do the work. They will need to know the installer’s company name and their state license number. A permit must be obtained prior to placing a manufactured/mobile home on a lot or site.

Submittal Requirements Checklist:

1. _____ Mobile Home Permit Application. The application must be fully completed, signed, and notarized.
2. _____ Proof of property ownership. This can be a recorded deed, closing statement, or Property Appraiser property tax information.
3. _____ Proof of water and sewer. This can be obtained from the water/sewer service provider for the area where the home will be located. Proof can be in the form of tap fee receipts. For homes on septic tanks, a copy of the approved septic tank permit issued by the Okaloosa County Health Department is required.
4. _____ Two sets of foundation and tie-down plans. These must be completed by a licensed mobile home installer.
5. _____ Three Copies of a Certified Survey or Site Plan.
6. _____ Fire Impact Receipt. A receipt showing that the fire impact fee has been paid. *This is required only for newly placed mobile/manufactured homes. (Not applicable for mobile/manufactured homes being placed in existing mobile home parks.)*
7. _____ Special flood hazard zones. Manufactured/mobile homes to be located in special flood hazard zones (A or V zones) are subject to elevation requirements and other associated flood damage prevention regulations. Flood zone information is available at our offices or online at www.co.okaloosa.fl.us (Click on OCGIS WebGIS>Accept>Enter Parcel ID, Owner Name, or Property Address>click Search>click Layers tab>click Accept>click Local Planning>click FEMA FIRM Zones>Refresh Map.)

For further information, please contact one of our offices:

1804 Lewis Turner Blvd
Fort Walton Beach, FL 32547
850-651-7180

812 E James Lee Blvd (US 90 E)
Crestview, FL 32539
850-689-5080